

**TABLE 100.I.ES&H DISCIPLINE: VIOLATION LEVELS (for exempt employees, see note below)**

Level	Finding	First Incident	Second Incident	Third Incident
<b>I</b>	Employee misconduct that (a) immediately jeopardized the safety of the employee or others in a serious way, or (b) created an immediate danger of serious damage to the environment or human health, or (c) subjected or potentially subjected the employee or the Laboratory to significant civil (over \$10,000) or criminal penalties.	Written Reprimand and Suspension without Pay for at least 1 week and up to 1 month* or Termination for Cause**	Termination for Cause**	
<b>II</b>	Employee misconduct that (a) created a danger to the safety of the employee or others, but that was not immediate or serious, or (b) created the potential for damage or actually resulted in damage to the environment or human health that was not immediate or serious, or (c) subjected or potentially subjected the employee or the Laboratory to civil penalties not exceeding \$10,000 but more than \$3,000.	Written Reprimand and Suspension without Pay for not less than 2 days but not more than 1 week*	Written Reprimand and Suspension without Pay for not less than 1 week but not more than 2 weeks*	Written Reprimand and Suspension without Pay for not less than 2 weeks,* up to and including Termination for Cause**
<b>III</b>	Employee misconduct that involved deviation from Laboratory SOPs or external regulatory requirements that demonstrated such a degree of carelessness or indifference that compliance with the requirements of safety, health, and/or the environment is undermined.	Oral or Written Counseling***	Written Reprimand and Suspension without Pay for not less than 2 days*	Written Reprimand and Suspension without Pay for not less than 2 days but not more than 1 week*

\* Documented in group, division, and Official Personnel File for 2 years

\*\* Documented permanently in the Official Personnel File

\*\*\* Documented in group and division office files for 2 years

NOTE: For exempt employees only, suspension without pay may be imposed only in increments of one workweek.